

BOOK-KEEPING  
FOR  
DENTISTS

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*FRANK WHITE*

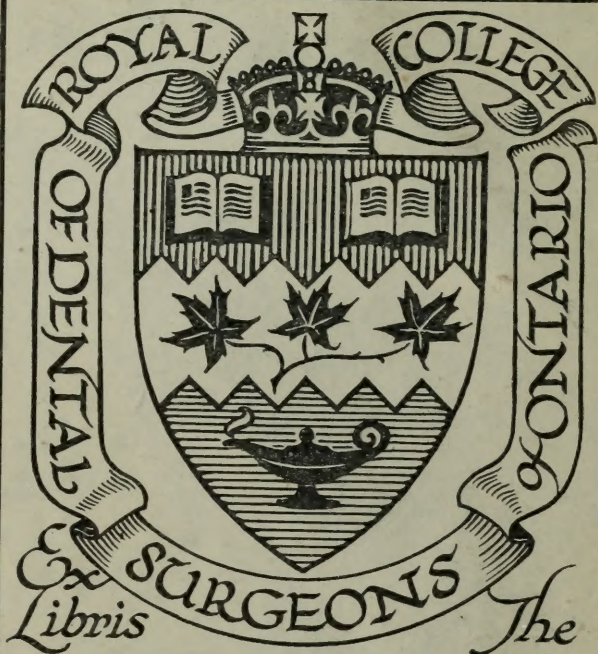
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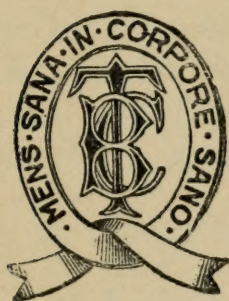






# BOOK-KEEPING FOR DENTISTS

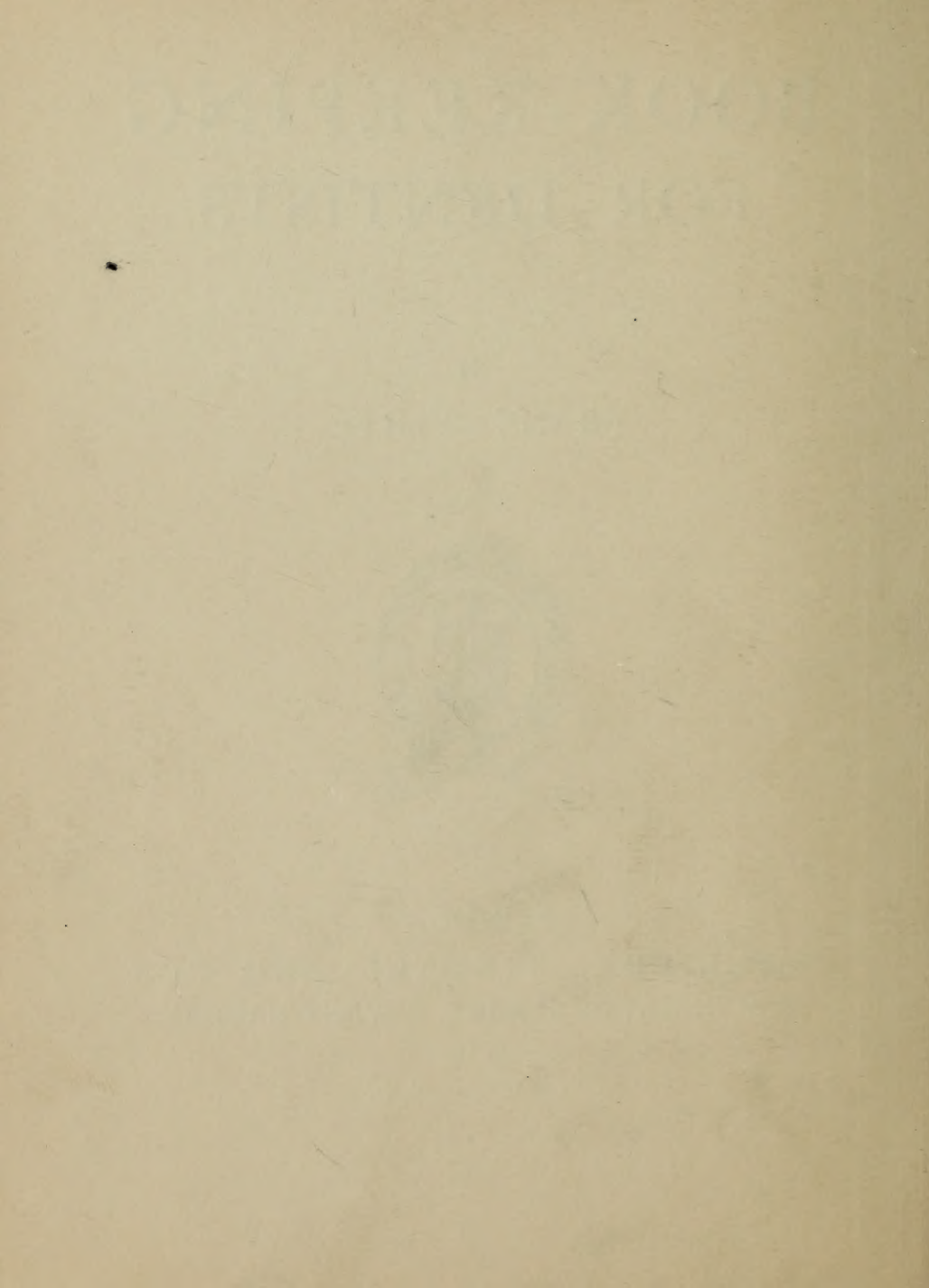
BY  
FRANK WHITE



LONDON  
BAILLIÈRE, TINDALL AND COX  
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1910

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## PREFACE

BOOK-KEEPING is a study which, if attempted at all, is rarely mastered before the necessity for using it arises. Hence this treatise, which may be the more useful to those for whom it is planned by reason of its specialized form.

The author would here express his best acknowledgments and thanks to Mr. Eustace B. L. White, L.D.S., without whose valuable suggestions and advice the special features of the book could not have been introduced.

F. W.

“ELTON,”

SUTTON, SURREY.

*July, 1910.*





# BOOK-KEEPING FOR DENTISTS.



BOOK-KEEPING is the art of keeping the accounts of a person's business or professional transactions, and of periodically ascertaining therefrom the gain or loss (represented in money) that has resulted. This definition applies to all systems of, or varieties in practice in, book-keeping.

The system herein set forth is designed as specially suitable for the Dental Profession, but its main features might be easily adapted by the Medical and Surgical Professions and others.

## LIST OF BOOKS REQUIRED.

1. Day Book.
2. Cash Book.
3. Ledger for all accounts excepting Patients' Accounts and Gross Earnings Account.
4. Ledger exclusively for Patients' Accounts, comprising also stipend-yielding appointments.
5. Supplemental Ledger, in stiff paper cover, exclusively for Gross Earnings Account; and
6. Petty Cash Book—a mere memorandum book.

## DEFINITIONS.

*Debit.*—You debit a person with money paid to him or to another for his account, and with goods supplied to him or to another for his account.

*Credit.*—You credit a person with money received from him or from another for his account, and with goods supplied to you by him or by another for his account.

NOTE.—These definitions do not cover everything that may be debited or credited, but they serve to give a general idea of the meanings of the terms.

*Capital* is money in its original sense, but the capital you have in your profession or practice will naturally be represented only in part by money, other items being (possibly) cost of practice, professional appurtenances, book-debts, and (again possibly) investments.

*Assets* are all the various items constituting a person's property, amongst which debts owing to him (if good) are included.

*Liabilities.*—This word, as applied to a person's financial affairs, means all sums of money which he owes to others or for which he may have made himself responsible.

*Contra.*—It is a main principle of book-keeping that every entry must have its contra, by which is meant that for every debit there must be a credit of like



amount, and for every credit there must be a debit of like amount. Entries in the Cash Book are in themselves double—that is, have contras—Cash Account being the contra to each entry in that book. The entries in the Day Book of work done and the postings therefrom into the Patients' Ledger are, in the first instance, made in the single form—that is, without contras—but when the period arrives for balancing the books and ascertaining the result of the working, these contras have to be extracted from the several patients' accounts, which is done by carrying the amount of work done for each patient during the year (or six months, as the case may be) to the credit of Gross Earnings Account in the Supplemental Ledger.

*Personal Accounts* are Ledger Accounts with persons, Government departments, institutions, companies, and the like.

NOTE.—Stock Account being an account with yourself (the proprietor of the practice), and the main account in the Ledger, from which all the Ledger Accounts representing the divisions of your capital emanate, and towards which, on the periodical closing of the books, all the accounts in the Ledgers more or less directly converge, must, in its own peculiar sense, be regarded as a personal account.



*Impersonal Accounts* are all those Ledger Accounts which do not come under the definition of Personal Accounts—for example: Cash Account, Gross Earnings Account, Professional Expenses Account, Professional Appurtenances Account, and Profit and Loss Account.

*Debit Side* is the left-hand side of the account.

*Credit Side* is the right-hand side of the account.

*To*—is used to start a line on the debit side.

*By*—is used to start a line on the credit side.

*To Post*—is to make entries in the Ledgers from the Cash Book and Day Book. Thus, you post the Cash and you post the Day Book. This should be done as frequently as convenient.

*Professional Appurtenances*.—These are the more important articles, of a durable character, required by the dentist in his profession, and which may legitimately be regarded as part of his stock or capital.

*Professional Expenses*.—These comprise outlays for the minor instruments—not durable—for drugs and sundries, of which the supply on hand is continually being consumed, and for all petty items.

*To "Open" or Start the Books*.—Open the following four accounts in that Ledger intended for them: Stock Account, Cash Account, London and Southwark

Bank, and Professional Appurtenances Account. Then credit Stock Account with the amount of cash in the cash box, and debit Cash Account with the same in the Cash Book, which book is really a separately bound Ledger Account. Then credit Stock Account with the amount of cash you have at the London and Southwark Bank, and debit the London and Southwark Bank with the same. Similarly, credit Stock Account with the amount of professional appurtenances you happen to possess at the time, as per inventory, and debit Professional Appurtenances Account with the same. If there were such assets as cost of practice or investments, they would, in like manner, have to be placed to the credit of Stock Account and to the debit of the respective accounts indicated.

The books being "opened" in this way, it is a simple matter to make succeeding entries as occasion arises, placing all items of cash receipts and expenditure to their proper accounts, through the Cash Book, and debiting professional services, on credit, direct from the Day Book to the several patients' accounts concerned, in the Patients' Ledger.

*Sundries Account.*—This is the account which is credited in the Cash Book with all payments received from those patients who pay for professional services at the time when they are rendered.

*Sundry Credit Patients' Account.*—This is an account for those patients who, whilst requiring credit, are not likely to want sufficient work done to justify the opening of special Ledger Accounts for them individually.

*Gross Earnings Account.*—All the earnings of the practice, whether the services be for cash or on credit, as well as the stipends of appointments held, are, on the closing of the books, carried to the credit of this account, those for cash being transferred from Sundries Account, and those for credit from the several accounts of patients to whom credit has been given. The entries to the debit of these latter accounts, for professional services rendered, were in the first instance what is termed “single” entries—that is, they were without their contras. It is, however, now obvious that in carrying the amounts of those entries to the credit of Gross Earnings Account contras are provided, and the principle that every entry must have its contra is carried out. By the transferring of the balance of Sundries Account to the credit of Gross Earnings Account the former account is closed for the period treated. A Supplemental Ledger, of light make, is used for the purpose of writing up the Gross Earnings Account, because this account generally runs to considerable length, and it is better to keep it in



such a separate book to prevent the too rapid filling up of a bound Ledger. It is, however, obvious that the Supplementary Ledger is complementary to the other Ledgers, and is very important.

In the course of the period treated fees might occasionally be paid to medical men called in to administer anæsthetics, which fees it is proper to enter to the debit either of Sundries Account or Gross Earnings Account (as indicated by circumstances) through the Cash Book.

*Trial Balance.*—On the periodical closing of the books the first thing to be done is to make a Trial Balance—that is, upon a loose sheet of foolscap paper, ruled with two cash columns, the left-hand column for debit balances, and that on the right for credit balances, set down the balance shown by each account in the Ledgers: debit balances in the debit column, and credit balances in the credit column, naming the account in each case. On the before-mentioned principle that every entry must have its contra, it follows that, if the books have been properly kept, the total of the debit and credit balances respectively will be equal. If they should not be so, the existence of an error or errors would be indicated, which error or errors would have to be discovered before the closing entries could be proceeded with.

*To Write Off.*—When it is considered that certain items of your professional appurtenances have, through age, use, or damage, depreciated in value, the estimated amount, in money, of such depreciation should be “written off”—that is, put to the credit of Professional Appurtenances Account and to the debit of Profit and Loss Account. Again, in the case of “bad debts” (sums owing to you, the recovery of which is hopeless), such bad debts are “written off” by crediting the respective debtors with the respective amounts of their indebtedness, and debiting Profit and Loss Account with the same. It must be understood that the amounts earned, as debited in the defaulting debtors’ accounts, are carried, as contras, in the same manner as others, to the credit of Gross Earnings Account. Such portion of the Gross Earnings is, however, cancelled by the writing off of the bad debts, seeing that the balance of Gross Earnings Account has to be transferred to the credit of Profit and Loss Account on closing the books, on which latter account the bad debts, as written off, stand to the debit.

*Balance Sheet.*—This is a sheet of foolscap paper, like that used for the Trial Balance, on which appear all the balances that have to be carried forward to the next period after the closing entries have been made. It

is important to note that there are two ways of showing a person's real worth at the close of a given period, one being a check on the other. One way is this : Private drawings having been transferred to the debit of Stock Account, it is obvious that a person's real worth will consist of the balance then standing to the credit of Stock Account, plus the gain or minus the loss shown by Profit and Loss Account for the period treated.

Before proceeding to describe the other way, it is necessary to define what is meant by Property Accounts. Property Accounts are an important section of the Impersonal Accounts, and comprise, as the name implies, all those accounts representing property in any form, Stock Account excepted.

That being premised, it may now be stated that the difference between the debit and credit sides of the Balance Sheet—containing only the balances to be carried forward of all the Personal and Property Accounts, omitting Stock Account—will exhibit a person's real worth at the close of a given period ; and the two methods described of showing this will, if there be no error in the work, agree to the penny. The reason of this is that the Balance Sheet, as described above, is a statement of a person's assets and liabilities, and the difference between his assets and his liabilities is necessarily also his real worth.



*The Profit and Loss Account* is an account showing all items of gain, more particularly the balance of Gross Earnings Account, to the credit, and all items of loss, such as Professional Expenses, depreciation of Professional Appurtenances, bad debts, etc., to the debit; and the balance of this account, assuming it to be in the credit, has to be transferred to the credit of Stock Account. The balance of Stock Account is then the person's real worth agreeing with the balance shown by the Balance Sheet. The balance of Stock Account is now, as a balance to be carried forward, inserted in the Balance Sheet, causing that sheet to balance. Needless, perhaps, to say that care must be taken to bring down or carry forward in the Ledger every balance shown in the Balance Sheet at its proper folio. The books are now closed, and restarted for the ensuing period.

*Closing the Books* means making the Trial Balance and the Balance Sheet, constructing Profit and Loss Account, making the final entries, and showing the result of the period's working, as explained in the foregoing, and as will be exemplified in what follows.

ABBREVIATIONS CONSTANTLY USED BY DENTISTS IN MAKING ENTRIES IN THE DAY BOOK AND IN PATIENTS' LEDGER ACCOUNTS, ALSO IN MAKING NOTES ON CHART-CARDS.

A.F., Amalgam Filling.

G.F., Gold Filling.

O.F., Osteo Filling.

G.P., Gutta-Percha Filling.

V.R., Vulcanite Repair.

G.R., Gold repair.

EX. or  $\times$ , Extraction.

D.T., Dead tooth.

S., Scaling.

The following may be used to indicate the kind of denture :

U.V., Upper Vulcanite.

L.V., Lower Vulcanite.

U.G., Upper Gold.

L.G., Lower Gold.

U.D.A., Upper Dental Alloy.

L.D.A., Lower Dental Alloy.

} To which may be  
added the number  
and even the posi-  
tions of the teeth.

There are various systems of tooth-notation, but the following may be recommended as probably the

most useful and practical, involving scarcely any tax on the memory :

									<i>Right.</i>								<i>Left.</i>
Upper	..	8	7	6	5	4	3	2	I	I	2	3	4	5	6	7	8
Lower	..	8	7	6	5	4	3	2	I	I	2	3	4	5	6	7	8

As will be perceived, the counting is backwards from the middle line.

Thus,  $\frac{1}{6}-$  denotes lower right first molar.

—1/4     ,,     lower left first bicuspid.

3—,, upper right canine, etc.

It is unnecessary to go farther, as such an elementary matter is known to all dental students.

Although the above, for the reason named, is the method of tooth-notation adopted in this book, it may be as well to mention one or two other systems which are favoured by some dentists—viz., the “ International ” notation, the principle of which is that even numbers are for the right side of the mouth, and odd numbers for the left, thus :

Upper ..	16	14	12	10	8	6	4	2	1	3	5	7	9	11	13	15
Lower ..	16	14	12	10	8	6	4	2	1	3	5	7	9	11	13	15

A third method being as follows :

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17



According to the second method, the numbers themselves indicate " Right " or " Left," and by the third method not only are Right or Left, but also Upper or Lower indicated by the numbers themselves.

The next step is to give specimen pages of the various books—in fact, to open, carry on for a certain period (which we propose to make one month), and close a small model set of books, sufficient for the purpose of exemplifying the instructions given in the text. This short period is adopted because the treatment of a longer one would become too bulky. It will be sufficient to show what is required. Books are usually closed at the expiration of six or twelve calendar months, the dates for closing being generally June 30 and December 31 in each year in the one case, and December 31 in the other.

Date.	Name.	Address.	Work Done.
1910.			
Jan. 1	Walker, Miss ..	As given by the patients.	Ex. $\frac{3}{3} \frac{23}{1}$ .. ..
3	Jackson, Miss ..		A.F. $\frac{D.T. 1}{-}$ .. ..
4	Smith, Mrs. ..		Ex. $\frac{6}{1}$ .. ..
4	Davis, Mr. A. ..		V.R. .. ..
5	Brown, Mr. J. ..		G.F. $-\frac{1}{1}$ .. ..
6	Muir, Mrs. .. ..		U and L.V. .. ..
6	Jones, Mr. E. ..		S. .. ..
7	McDonald, Mr. P.		Ex. $\frac{1}{1}$ .. ..
8	Rees, Rev. R. ..		U.G. and L.V. ..
10	Robinson, Mrs. ..		A.F. $\frac{6}{-}$ .. ..
10	Palgrave, Mr. J.		G. Crown $-\frac{5}{1}$ .. ..
11	McDermot, Mr. D.		O.F. $-\frac{2}{1}$ .. ..
12	Greenwood, Miss		G.F. $\frac{2}{1}$ .. ..
12	Dixon, Mr. A. ..		Ex. $-\frac{7}{1}$ .. ..
13	Nightingale, Mrs.		A.F. $-\frac{6}{1}$ D.T. ..
13	Baldwin, Mr. G.	Robin's Crown <sup>4</sup> ..	
14	Conolly, Miss ..	U. and L. V. ..	
15	Carr, Mr. W. ..	A.F. $\frac{7}{1}$ .. ..	
			Carried forward

## BOOK.

1

C.B. Fo.	Cash.			Ledg. Fo.	Credit.			Remarks.
	£	s.	d.		£	s.	d.	
				4	1	11	6	Gas.
I	0	10	6					
I	0	2	6					
				4	0	15	0	Adding $\frac{1}{2}$ - and crack.
				5	1	1	0	
				5	10	10	0	17 teeth.
I	0	10	6					
I	0	5	0					Eth. Chl.
				5	17	17	0	Teeth, 5 in up., 7 in lower.
I	0	7	6					Pulp capped.
				5	2	2	0	
I	0	7	6					
I	1	1	0					
I	0	5	0					Eucaine.
I	0	10	6					As <sub>2</sub> O <sub>3</sub> .
				6	1	11	6	
				6	7	7	0	11 teeth.
I	0	7	6					
	£4	7	6		£42	15	0	



<i>Date.</i>	<i>Name.</i>	<i>Address.</i>	<i>Work Done.</i>
1910.			Brought forward
Jan. 17	Norris, Mrs. ..	As given by the patients.	Ex. $\frac{8}{7} \frac{2}{6} \frac{4}{5} \frac{4}{6}$ .. ..
18	Morland, Miss ..		Ex. $\frac{8}{6} \frac{8}{6}$ .. ..
18	Oliphant, Mr. M.		G.F. $\frac{1}{1}$ - .. ..
19	Crump, Mr. S. ..		U. and L. V. ..
20	Brooks, Mr. E. ..		G.R. .. ..
21	Copeland, Mr. G.		Ex. $\frac{1}{4}$ - .. ..
22	Smart, Captain ..		S. .. ..
24	Goodall, Mrs. ..		Ex. $\frac{1}{3}$ - .. ..
24	Jobling, Miss ..		G. Crown $\frac{1}{4}$ ..
25	Williams, Mr. D.		V.R. .. ..
26	Moore, Miss E. ..		U. and L.G. ..
27	Ferguson, Mr. A.		Ex. $\frac{1}{3}$ - .. ..
28	Gibson, Mrs. ..		A.F. $\frac{2}{1}$ - .. ..
28	Wilkins, Mr. H...		U. and L. V. ..
29	Simpson, Miss ..		G.F. $\frac{1}{1}$ - .. ..
31	Watson, Mrs. ..		V.R. .. ..

BOOK.

2

<i>C.B. Fo.</i>	<i>Cash.</i>			<i>Ledg. Fo.</i>	<i>Credit.</i>			<i>Remarks.</i>
	<i>£</i>	<i>s.</i>	<i>d.</i>		<i>£</i>	<i>s.</i>	<i>d.</i>	
	4	7	6		42	15	0	
I	0	15	0	6	2	12	6	Æther. Gas.
				7	1	11	6	
				7	8	8	0	
				7	1	11	6	Adding - <sup>1</sup> .
I	0	2	6					
I	0	10	6					
I	0	10	6					
				8	2	2	0	Abscess—Gas.
				8	0	15	0	Crack in Upper.
				8	21	0	0	
2	0	10	6					Gas.
2	0	7	6					
				9	10	10	0	18 teeth.
2	1	1	0					
				9	0	15	0	Adding <sup>4</sup> .
	<u>£8</u>	<u>5</u>	<u>0</u>		<u>£92</u>	<u>0</u>	<u>6</u>	

## INVENTORY, JANUARY 1, 1910.

	£	s.	d.
Operating Chair .. .. .	27	0	0
Dental Engine and Hand-pieces ..	11	0	0
Gas Apparatus .. .. .	6	10	0
Clark's Fountain Spittoon .. ..	13	13	0
Chair Bracket and Allen Table .. ..	6	5	0
Cabinet .. .. .	12	7	6
Toilet Cabinet .. .. .	7	10	0
12 pairs of Forceps .. .. .	5	2	0
Desk .. .. .	8	10	0
Telschow Lamp .. .. .	3	12	6
Lathe .. .. .	4	17	6
Vulcanizer and Gartrell Gauge .. ..	9	0	0
Work Bench .. .. .	1	10	0
Ladle Furnace and Ladles .. ..	0	16	0
Foot Bellows, Blow-pipe, and Bunsen Burner .. .. .	1	18	6
Vice and Workroom Tools .. ..	3	15	0
Impression Trays and Flasks .. ..	2	10	0
Sundry Instruments in Surgery ..	5	0	0
	£130	17	0



# PETTY CASH MEMORANDUM BOOK.

						£	s.	d.
1910.								
Jan. 3	Railway fare	..	..	..	..	0	2	0
5	Postage Stamps	..	..	..	..	0	2	6
10	Carriage on Parcel		..	..	..	0	1	0
14	" " "		..	..	..	0	1	9
15	Telegram ..	..	..	..	..	0	0	6
17	Railway fare	..	..	..	..	0	1	6
24	Carriage on Parcel		..	..	..	0	1	0
29	Messenger ..	..	..	..	..	0	0	6
						<u>£0</u>	<u>10</u>	<u>9</u>

1

CASH

Dr.

JANUARY

		£	s.	d.		£	s.	d.
I	To Stock Account—Cash in				I	27	7	6
	Cash-Box .. ..							
	„ Sundries Account—							
3	from Miss Jackson ..	0	10	6	I	0	10	6
4	„ Mrs. Smith ..	0	2	6	I	0	2	6
6	„ Mr. E. Jones ..	0	10	6	I	0	10	6
7	„ Mr. P. McDonald	0	5	0	I	0	5	0
10	„ Mrs. Robinson ..	0	7	6	I	0	7	6
11	„ Miss Walker .. ..				4	I	11	6
	„ Sundries Account—							
11	from Mr. D. McDermot	0	7	6	I	0	7	6
12	„ Miss Greenwood	I	I	0	I	I	I	0
12	„ Mr. A. Dixon	0	5	0	I	0	5	0
13	„ Mrs. Nightingale	0	10	6	I	0	10	6
14	„ Miss Conolly (on account)				6	2	0	0
	„ Sundries Account—							
15	from Mr. W. Carr	0	7	6	I	0	7	6
18	„ Miss Morland ..	0	15	0	2	0	15	0
21	„ Mr. G. Copeland	0	2	6	2	0	2	6
22	„ Captain Smart	0	10	6	2	0	10	6
24	„ Mrs. Goodall ..	0	10	6	2	0	10	6
24	„ Rev. R. Rees .. ..				5	17	17	0
	Forward	£6	6	0		£55	2	0





2

CASH

Dr.

JANUARY,

		£	s.	d.		£	s.	d.
	Forward	6	6	0		55	2	0
	To Sundries Account—							
27	from Mr. A. Ferguson	0	10	6	2	0	10	6
27	„ Mrs. Muir (on account)				5	6	0	0
	„ Sundries Account—							
28	from Mrs. Gibson ..	0	7	6	2	0	7	6
29	„ Miss Simpson ..	1	1	0	2	1	1	0
31	„ London and Southwark							
	Bank—withdrawn ..				2	12	0	0
		£8	5	0	4	£75	1	0

In this model of the Cash Book the items to the credit of that they may be posted in one amount to the credit of would also be found an economy of time to make only one Account, and that, of course, for the total amount received the time when rendered, according to the Day Book.

BOOK.

2

1910.

*Cr.*

						£	s.	d.
				Forward		38	15	6
27	By	London and Southwark Bank —						
		paid in .. ..	2		15	0	0	
31	„	Private Drawings Account .. ..	3		10	0	0	
31	„	Professional Expenses Account—						
		Petty Cash, as per Book .. ..	3		0	10	9	
		Servants' Wages (part) .. ..	3		0	10	0	
		Proportion of Rent .. ..	3		2	0	0	
		Proportion of Rates and Taxes ..	3		0	15	0	
		Proportion of Coal, Gas, and Water	3		0	10	0	
31	„	Balance .. ..			6	19	9	
						<u>£75</u>	<u>1</u>	<u>0</u>

Sundries Account are summarized for the entire month, so Sundries Account in the Ledger. In a large practice it entry each day in the Cash Book to the credit of Sundries each day from patients who pay for professional services at

LIBRARY  
DENTAL COLLEGE  
TORONTO







2

LED

*Dr.*

PROFESSIONAL APPUR

			£	s.	d.
1910. Jan. 1	To Stock Account, as per Inventory .. ..	I	130	17	0
	„ Cash Account—				
4	Hot Water Apparatus ..	I	2	2	0
10	3 pairs Forceps .. ..	I	1	5	6
18	Mason's Gag .. ..	I	0	16	0
21	Operating-Stool .. ..	I	3	0	0
			<u>£138</u>	<u>0</u>	<u>6</u>
1910. Feb. 1	To Balance .. ..		<u>£138</u>	<u>0</u>	<u>6</u>
LONDON AN					
			£	s.	d.
1910. Jan. 1	To Stock Account—Amount to my credit .. ..	I	150	18	3
24	„ Cash Account—Paid in ..	I	17	17	0
27	„ „ „ „ ..	2	15	0	0
			<u>£183</u>	<u>15</u>	<u>3</u>
1910. Feb. 1	To Balance .. ..		<u>£171</u>	<u>15</u>	<u>3</u>



3

LED

Dr.

PROFESSIONAL

1910.			£	s.	d.
Jan. 15	To Cash Account—				
	Amalgam and Sundries ..	1	3	15	0
31	Petty Cash, as per Book ..	2	0	10	9
31	Servants' Wages .. ..	2	0	10	0
31	Proportion of Rent ..	2	2	0	0
31	Proportion of Rates and Taxes .. ..	2	0	15	0
31	Proportion of Coal, Gas, and Water .. ..	2	0	10	0
			<u>£8</u>	<u>0</u>	<u>9</u>
	PRIVATE DRAWINGS				

1910.			£	s.	d.
Jan. 5	To Cash Account .. ..	1	10	0	0
31	" " " " .. ..	2	10	0	0
			<u>£20</u>	<u>0</u>	<u>0</u>

1910. Jan. 5  
 1910. Jan. 31  
 1910. Jan. 31





4

LED

Dr.

SUNDRIES

1910. Jan. 31	To Gross Earnings Account ..	10	<u>£ 8</u>	<u>s. 5</u>	<u>d. 0</u>
	Miss WALKER				
1910. Jan. 31	To Extrac. under Gas .. ..	10	<u>£ 1</u>	<u>s. 11</u>	<u>d. 6</u>
	Mr. A. DAVIS				
1910. Jan. 4	To Vulc. Repair.. ..	10	<u>£ 0</u>	<u>s. 15</u>	<u>d. 0</u>
1910. Feb. 1	To Balance .. ..		£0	15	0

GER.

4

ACCOUNT.

*Cr.*

1910. Jan. 31	By Cash Account—Receipts for the month .. .. .	2	<u>£</u> 8	<u>s.</u> 5	<u>d.</u> 0
	(Address).				
1910. Jan. 11	By Cash .. .. .	1	<u>£</u> 1	<u>s.</u> 11	<u>d.</u> 6
	(Address).				
1910. Jan. 31	By Balance .. .. .		<u>£</u> 0	<u>s.</u> 15	<u>d.</u> 0

5

LED

*Dr.*

Mr. J. BROWN

1910. Jan. 5	To G.F.— <sup>1</sup> .. ..	10	<u>£</u> 1	<u>s.</u> 1	<u>d.</u> 0
1910. Feb. 1	To Balance .. ..		<u>1</u>	<u>1</u>	<u>0</u>
Mrs. MUIR					
1910. Jan. 6	To U. and L.V. Denture ..	10	<u>£</u> 10	<u>s.</u> 10	<u>d.</u> 0
1910. Feb. 1	To Balance .. ..		<u>£10</u> £4	<u>10</u> 10	<u>0</u> 0
Rev. R. REES					
1910. Jan. 8	To U.G. and L.V. Denture ..	10	<u>£</u> 17	<u>s.</u> 17	<u>d.</u> 0



GER.

5

(Address).

Cr.

1910. Jan. 31	By Balance .. .. .		<u>£</u> <u>1</u>	<u>s.</u> <u>1</u>	<u>d.</u> <u>0</u>
	(Address).				
1910. Jan. 27	By Cash .. .. .	2	£ 6	s. 0	d. 0
31	„ Balance .. .. .		4	10	0
			<u>£10</u>	<u>10</u>	<u>0</u>
	(Address).				
1910. Jan. 24	By Cash .. .. .	1	<u>£</u> <u>17</u>	<u>s.</u> <u>17</u>	<u>d.</u> <u>0</u>

6

LED

Dr.

Mr. J. PALGRAVE

1910. Jan. 10	To G. Crown - $\frac{5}{2}$ .. ..	10	£ 2	s. 2	d. 0
1910. Feb. 1	„ Balance .. ..		£2	2	0
Mr. G. BALDWIN					
1910. Jan. 13	To Robins Crown $\frac{4}{1}$ .. ..	10	£ 1	s. 11	d. 6
1910. Feb. 1	„ Balance .. ..		£1	11	6
Miss CONOLLY					
1910. Jan. 14	To U. and L.V. Denture ..	10	£ 7	s. 7	d. 0
1910. Feb. 1	„ Balance .. ..		£7	7	0
			£5	7	0

GER.

6

(Address).

Cr.

1910. Jan. 31.	By Balance .. .. .		£ 2	s. 2	d. 0
	(Address).				
1910. Jan. 31	By Balance .. .. .		£ 1	s. 11	d. 6
	(Address).				
1910. Jan. 14 31	By Cash .. .. . ,, Balance .. .. .	1	£ 2 5 <u>£7</u>	s. 0 7 <u>7</u>	d. 0 0 <u>0</u>

7

LED

Dr.

Mrs. NORRIS.

1910. Jan. 17	To Ex. under Æther	$7\frac{8}{8} \frac{2}{5}\frac{4}{6}$	..	10	<u>£</u> 2	<u>s.</u> 12	<u>d.</u> 6
1910. Feb. 1	„ Balance	..	..		<u>£</u> 2	<u>12</u>	<u>6</u>
Mr. M. OLIPHANT							

1910. Jan. 18	To G.F. 1/-	..	..	10	<u>£</u> 1	<u>s.</u> 11	<u>d.</u> 6
1910. Feb. 1	„ Balance	..	..		<u>£</u> 1	<u>11</u>	<u>6</u>
Mr. S. CRUMP							

1910. Jan. 19	To U. and L.V. Denture	..		10	<u>£</u> 8	<u>s.</u> 8	<u>d.</u> 0
1910. Feb. 1	„ Balance	..	..		<u>£</u> 8	<u>8</u>	<u>0</u>



GER.

7

(Address).

*Cr.*

1910. Jan. 31	By Balance .. ..		<u>£</u> 2	<u>s.</u> 12	<u>d.</u> 6
	(Address).				
1910. Jan. 31	By Balance .. ..		<u>£</u> 1	<u>s.</u> 11	<u>d.</u> 6
	(Address).				
1910. Jan. 31	By Balance .. ..		<u>£</u> 8	<u>s.</u> 8	<u>d.</u> 0

Dr.

Mr. E. BROOKS

1910. Jan. 10	To Gold Repair .. ..	10	£ 1	s. 11	d. 6
1910. Feb. 1	„ Balance .. ..		£1	11	6
Miss JOBLING					

1910. Jan. 24	To G. Crown $\frac{1}{4}$ .. ..	10	£ 2	s. 2	d. 0
1910. Feb. 1	„ Balance .. ..		£2	2	0
Mr. D. WILLIAMS					

1910. Jan. 25	To Vulc. Repair .. ..	10	£ 0	s. 15	d. 0
1910. Feb. 1	„ Balance .. ..		£0	15	0

GER.

(Address).

*Cr.*

1910. Jan. 31	By Balance .. ..		<u>£</u> <u>1</u>	<u>s.</u> <u>11</u>	<u>d.</u> <u>6</u>
	(Address).				
1910. Jan. 31	By Balance .. ..		<u>£</u> <u>2</u>	<u>s.</u> <u>2</u>	<u>d.</u> <u>0</u>
	(Address).				
1910. Jan. 31	By Balance .. ..		<u>£</u> <u>0</u>	<u>s.</u> <u>15</u>	<u>d.</u> <u>0</u>

Dr.

Miss E. MOORE

1910. Jan. 26	To U. and L. G. Denture ..	10	£ 21	s. 0	d. 0
1910. Feb. 1	„ Balance .. ..		£21	0	0
Mr. T. WILKINS					
1910. Jan. 28	To U. and L.V. Denture ..	10	£ 10	s. 10	d. 0
1910. Feb. 1	„ Balance .. ..		£10	10	0
Mrs. WATSON					
1910. Jan. 31	To Vulc. Repair .. ..	10	£ 0	s. 15	d. 0
1910. Feb. 1	„ Balance .. ..		£0	15	0



GER.

9

(Address).

Cr.

1910. Jan. 31	By Balance .. ..		<u>£</u> 21	<u>s.</u> 0	<u>d.</u> 0
	(Address).				
1910. Jan. 31	By Balance .. ..		<u>£</u> 10	<u>s.</u> 10	<u>d.</u> 0
	(Address).				
1910. Jan. 31	By Balance .. ..		<u>£</u> £0	<u>s.</u> 15	<u>d.</u> 0



GER.

10

ACCOUNT (see definition, p. 6).

Cr.

910. n. 31		<i>For.</i>	<i>£</i>	<i>s.</i>	<i>d.</i>
By	Miss Walker .. .. .	4	1	11	6
"	Mr. A. Davis .. .. .	4	0	15	0
"	Mr. J. Brown .. .. .	5	1	1	0
"	Mrs. Muir .. .. .	5	10	10	0
"	Rev. R. Rees .. .. .	5	17	17	0
"	Mr. J. Palgrave .. .. .	5	2	2	0
"	Mr. G. Baldwin .. .. .	6	1	11	6
"	Miss Conolly .. .. .	6	7	7	0
"	Mrs. Norris .. .. .	6	2	12	6
"	Mr. M. Oliphant .. .. .	7	1	11	6
"	Mr. S. Crump .. .. .	7	8	8	0
"	Mr. E. Brooks .. .. .	7	1	11	6
"	Miss Jobling .. .. .	8	2	2	0
"	Mr. D. Williams .. .. .	8	0	15	0
"	Miss E. Moore .. .. .	8	21	0	0
"	Mr. T. Wilkins .. .. .	9	10	10	0
"	Mrs. Watson .. .. .	9	0	15	0
"	Sundries Account—Transfer	4	8	5	0
			£100	5	6

*Dr.*

PROFIT AND

1910.		<i>Fo.</i>	£	s.	d.
Jan. 31	To Professional Expenses Account .. .. .	3	8	0	9
„	„ Stock Account—Net Profit	1	92	4	9
			£100	5	6

It may here be observed that each of the bound Ledgers should have an Index at the commencement, and that on the opening of a Ledger account its name and folio should be promptly registered therein.

Stock Account having been opened in Ledger No. 1 in the manner required to show the proprietor's worth on commencing practice, and all the entries in the Day Book and Cash Book having been posted to their proper Ledger Accounts, the next step is to "close the books" (see definition, p. 10). We accordingly construct the "Trial Balance" (see definition, p. 7).



GER.

11

LOSS ACCOUNT.

*Cr.*

1910. Jan. 31	By Gross Earnings Account ..	<i>Fo.</i> 10	£ 100	<i>s.</i> 5	<i>d.</i> 6
			£100	5	6

We first insert in the credit column the amount standing to the credit of Stock Account. We next come to Cash Account, which must be debited with the total amount received, and credited with the total amount paid during the period treated; after which the balance must be ascertained (which balance must agree with that shown by the Cash Book), and, being in the debit, must be inserted in the debit column of the Trial Balance. Next comes Professional Appurtenances Account. It has not been thought necessary to write off anything for depreciation, and accordingly

## TRIAL BALANCE, JANUARY 31, 1910.

*Dr.**Cr.*

	<i>£</i>	<i>s.</i>	<i>d.</i>	<i>£</i>	<i>s.</i>
Stock Account .. ..	1			309	2
Cash Account .. ..	1	6	19 9		
Professional Appurtenances Account .. ..	2	138	0 6		
London and Southwark Bank	2	171	15 3		
Professional Expenses Account .. ..	3	8	0 9		
Private Drawings Account	3	20	0 0		
Mr. A. Davis .. ..	4	0	15 0		
Mr. J. Brown .. ..	5	1	1 0		
Mrs. Muir .. ..	5	4	10 0		
Mr. J. Palgrave .. ..	5	2	2 0		
Mr. G. Baldwin .. ..	6	1	11 6		
Miss Conolly .. ..	6	5	7 0		
Mrs. Norris .. ..	6	2	12 6		
Mr. M. Oliphant .. ..	7	1	11 6		
Mr. S. Crump .. ..	7	8	0 0		
Mr. E. Brooks .. ..	7	1	11 6		
Miss Jobling .. ..	8	2	2 0		
Mr. D. Williams .. ..	8	0	15 0		
Forward .. ..	£377	3	3	£309	2

TRIAL BALANCE—*Continued.**Dr.**Cr.*

		<i>For.</i>	£	s.	d.	£	s.	d.
Forward .. ..			377	3	3	309	2	9
Miss E. Moore .. ..		8	21	0	0			
Mr. T. Wilkins .. ..		9	10	10	0			
Mrs. Watson .. ..		9	0	15	0			
Gross Earnings Account ..		10				100	5	6
			£409	8	3	£409	8	3

the debit balance of this account must be inserted in the debit column of the Trial Balance. The insertion of the other balances in the Trial Balance, as each one requires, will be a simple matter; but with regard to Sundries Account, it is expedient, before making the Trial Balance, to close it by transferring its balance to the credit of Gross Earnings Account, which has the effect of showing the total Gross Earnings in one amount in the Trial Balance Sheet when the balance of Gross Earnings Account is inserted in the credit column of that sheet.

Having now made the Trial Balance, and practi-

cally proved, by the agreement of the totals of the debit and credit sides, that the books have been correctly kept, we can now proceed to make the closing entries. The first step in this is to transfer the balance of Professional Expenses Account to the debit of Profit and Loss Account. The next step is to transfer the balance of Gross Earnings Account to the credit of Profit and Loss Account. The third step is to transfer the balance of Profit and Loss Account to the credit of Stock Account, and the fourth is to transfer the balance of Private Drawings Account to the debit of Stock Account, all of which being done, we can now proceed to make the Balance Sheet (see definition, pp. 8 and 9).



## BALANCE SHEET, JANUARY 31, 1910.

*Dr.**Cr.*

	<i>£</i>	<i>s.</i>	<i>d.</i>	<i>£</i>	<i>s.</i>	<i>d.</i>
Cash Account .. ..	1	6	19	9		
Professional Appurtenances Account .. ..	2	138	0	6		
London and Southwark Bank	2	171	15	3		
Mr. A. Davis .. ..	4	0	15	0		
Mr. J. Brown .. ..	5	1	1	0		
Mrs. Muir .. ..	5	4	10	0		
Mr. J. Palgrave .. ..	5	2	2	0		
Mr. G. Baldwin .. ..	6	1	11	6		
Miss Conolly .. ..	6	5	7	0		
Mrs. Norris .. ..	6	2	12	6		
Mr. M. Oliphant .. ..	7	1	11	6		
Mr. S. Crump .. ..	7	8	8	0		
Mr. E. Brooks .. ..	7	1	11	6		
Miss Jobling .. ..	8	2	2	0		
Mr. D. Williams .. ..	8	0	15	0		
Miss E. Moore .. ..	8	21	0	0		
Mr. T. Wilkins .. ..	9	10	10	0		
Mrs. Watson .. ..	9	0	15	0		
Stock Account .. ..	1				381	7 6
		£381	7	6	£381	7 6

The Balance Sheet having been made, and all the balances therein carried forward, we start afresh for a new period.

The Balance Sheet in condensed form would stand thus :

### BALANCE SHEET, JANUARY 31, 1910.

	<i>Dr.</i>			<i>Cr.</i>		
	£	s.	d.	£	s.	d.
Cash at Home ..	6	19	9			
Professional Appur- tenances .. ..	138	0	6			
Cash at Bankers ..	171	15	3			
Sundry Debtors ..	64	12	0			
Stock Account ..				381	7	6
	£381	7	6	£381	7	6

In the short model set of books which we have constructed it has chanced that there are no credit balances on personal accounts to be carried forward (Stock Account is not a personal account in the ordinary acceptance of the term). Had there been any such, they would have appeared in detail in the credit column of the Balance Sheet, and in a total sum under

the name "Sundry Creditors" in the condensed Balance Sheet. Thus, whatever assets go to make up the proprietor's worth are subject to the deduction of what he owes.

#### CONCLUDING REMARKS.

It would probably be found at the close of a year that a quarter's rent had become due, but had not been paid. As that quarter's rent is properly a charge against the profits of the year in question, it must be added to the total amount already standing to the debit of Professional Expenses Account before transferring that total to the debit of Profit and Loss Account. This creates a credit balance, equal to the amount of the quarter's rent, on Professional Expenses Account, which balance is carried forward to the credit of Professional Expenses Account for the ensuing period, so that when the quarter's rent actually is paid the new period does not suffer.

If the proprietor's cash balance at his bank became needlessly large, he would naturally invest a portion of the money in some interest-bearing security or with a view to earn dividends. For money so invested an Investment Account may be opened in Ledger No. 1, in which case the interest or dividends received should be entered to the credit of Investments Account, to be

transferred in a total sum, on closing the books, to the credit of Stock Account. Such interest and dividends not being profit arising from the dental practice, it would not be proper to transfer their sum to the credit of Profit and Loss Account.

Another way of dealing with surplus capital would be this: The proprietor would withdraw such a sum as he thought fit, debiting himself with it on his Private Drawings Account. He would then manage the investment of this sum privately, and any further book-keeping in connection with it would in no way be mixed up with the book-keeping of his practice.

Cases somewhat difficult of treatment may arise in the keeping of that most important book the Day Book. For instance, a patient requires dentures, and stumps have to be extracted as a preliminary. A contract price of £10 10s. is arranged, the stumps are removed, and the patient pays there and then £2 on account. How should this payment be noted in the Day Book? It should not be entered in the cash column, because it is a payment on account of a credit contract, and it should not be entered in the credit column, because in the end the entire contract price will appear in that column. Entries of all instalments of work done under the contract should be made in the Day Book as and when such instalments of work



are done, and any amount received on account, such as the £2 referred to, should be noted only in the remarks column, somewhat in this form: 12/1/10, recd. £2 on acct. (contract, £10 10s.), and, of course, the patient must be immediately credited with the £2 through the Cash Book. In this way it might happen that a patient would have a credit balance on closing the books, because the payment on account might be made *before*, and the entry for the total contract price might be made *after*, the closing of the books. In such a case credit should be taken on Gross Earnings Account for the period for which the books are being closed for such a portion of the total contract price as would fairly represent the work done under the contract in such period. This creates a debit balance on Gross Earnings Account equivalent to the proportionate amount referred to, which debit balance must be carried forward to the debit of Gross Earnings Account for the ensuing period. In due course the entire contract price comes to the credit of Gross Earnings Account (new period), and in this way the total fee is equitably apportioned between the old period and the new.

It will have been seen that the system adopted in the foregoing model set of books for keeping the Cash Account is that by which the balance shown by the



Cash Book must always agree with the amount of cash in the cash-box at home, which system, of course, necessitates the keeping by the dentist of a Ledger Account with his bank. This seems to be the more convenient system for small and even moderately large practices, notwithstanding that it involves the making of two entries in the Cash Book when a payment is made by cheque—one to the credit of the bank and the other to the debit of the payee. An alternative system of keeping the Cash Account, and one which seems more suitable for large practices, is that by which the entire cash receipts of the practice are paid into the bank daily, or at short intervals, and all payments are made by cheque on the bank. By this system the Cash Book shows the same balance as the bank pass book, and the necessity for keeping a Ledger Account with the bank is accordingly obviated, for the Cash Book *is* in that case the account with the bank. If, in spite of the adoption of this latter system, the dentist still found it convenient to pay trifling amounts in cash, he could effect this object by occasionally drawing a cheque on the bank for a sum to be used as petty cash, and for which Professional Expenses Account would have to be debited. A Petty Cash Book must be kept showing details of cash received and how expended. Should any payment be made

out of the petty cash which should not properly go to the debit of Professional Expenses Account, a transfer of same to the debit of the proper account can easily be made through the main Cash Book, without interfering with the agreement between that book and the bank pass book.

When there are two or more partners in a practice, a separate Private Drawing Account must, of course, be kept for each of them, and, in closing the books, the total net profit (we will not contemplate a loss, though in that case the same rule would apply) would have to be divided among them in accordance with the terms of the deed of partnership. When there are two or more partners, and money is withdrawn for investment, it must, of necessity, be taken away quite clear of the books of the practice.

The book-keeping dealt with in the preceding pages has been mainly that of a financial character, but there are other kinds of book- and record-keeping which are equally essential for the dentist—nay, more so, for they go to the very core and kernel of his practice, and, to a large extent, are the evidence and manifestation of the degree and quality of the professional knowledge which he brings to bear upon the cases which are presented to him for treatment.

In the first place an Appointment Book is necessary.

This may be a very simple book, in the form of a diary, having a space for each working day suited to the extent of the practice. At the same time it may be mentioned that Appointment Books are sold, with each day divided into half-hours, from 9 a.m. to 6.30 p.m. There are advantages in this: one of them being the saving of time in having to write only the patient's name against the particular half-hour allotted. It is, however, a very useful aid to memory to make in certain cases a brief note in signs and abbreviations, immediately following the name, of what is required to be done.

A card-index may be kept for what is termed "case-taking," which means that notes are made upon a card of the patient's answers to questions put by the dentist, as a basis for, or as aids to, diagnosis; and memoranda are noted of the features of the case which the dentist himself observes. A system of jotting down remarks after each visit by a patient is most desirable and useful, and the cards must, of course, be regularly and promptly filed, in order that the system may be of efficient service to the dentist. These cards would be found useful in antrum cases, regulation cases, and others, in which the treatment extends over a more or less protracted period of time.

A department of record-keeping which is, perhaps,

the most generally important of all for the dentist is that for which charts of the teeth are employed. These charts are to be obtained in various forms, but it is the object of all of them to show outline-representations of all the thirty-two teeth in the mouth in its normal state. These outline drawings are either arranged in two straight rows of sixteen teeth each—one row for the upper and the other for the lower teeth—or they are made to form a sort of oval figure, such as would result from laying both upper and lower jaws back upon one plane, as if hinged together. No particular object is served by this latter arrangement, whilst the former makes a relatively larger drawing of each tooth possible, which is very desirable in view of the number of markings of various kinds that have frequently to be made upon a single tooth. An important advantage of the former arrangement is also that outline drawings of the roots of all the teeth are given, attached to their respective crown portions. The chart known as "Cunningham's" possesses these advantages, and is accordingly to be recommended. It is a feature common to both arrangements that the sides of the teeth are represented by marginal rings around the crowns. Whatever chart may be used, it is desirable that it should be printed on separate or loose cards, having a number of horizontal lines, divided into



sections, upon their lower portions, for dated notes of the history of the successive operations performed for the patient whose chart it is, which notes are made in addition to such as are indicated by markings of various kinds on the outline drawings of the teeth themselves. The Cunningham chart being adapted for use in the conservation-rooms of dental hospitals or dental schools, has a section of the lower lines headed "operator," which section may, in the dentist's private practice, be usefully employed for noting the fee, in cipher, for each operation.

Every dentist has his own special markings for charts, but it may be well to give a system of tooth-chart-marking which will be found useful and convenient, as follows :

*Absent teeth* are indicated by a zigzag line in red ink.

*Fillings existing, the work of other dentists*, are indicated by patches of red ink, showing sizes (about) and positions of the fillings represented.


*Cavities* are denoted by marking off on the chart the carious portions of the teeth by means of curved lines or rings in black. When these cavities are filled, the spaces marked off by curve or ring are filled up with black ink.

*A tooth which has to be extracted* is marked on the chart with a black diagonal line from right to left,



and after the extraction with another black diagonal line, this time from left to right, the two forming a **X**.

For a filled *dead tooth* a black line is drawn down the centre of the root, in addition to the marking on the crown.

For a *crown* the mark  is used.

These are the principal indications which are usually recorded on charts, and their usefulness and importance are very obvious. Not the least advantage which such charts afford is this: that, should a patient return some time after the rendering of professional services, complaining that this, that, or the other had happened, and implying that the work of the dentist to whom the complaint is made is at fault, a reference to the chart will frequently enable the dentist to say that the complaint has no reference whatever to his own work, but to that of someone else. Charts are also useful in showing on return, after a more or less prolonged period, whether the patient has had work done in the interval by any other dentist.

It only remains to be said that a system of filing the charts in alphabetical order should be adopted and carefully carried out. For this purpose a box should be used, fitted with twenty-four unattached dividing cards of greater depth than the charts, and marked

with the letters of the alphabet on their upper margins—one card for each of the twenty-three letters up to W, and the twenty-fourth card for X, Y, Z. The facility which such a box affords for classification of the charts and for ready reference is obvious. Should the number of charts to be dealt with be so great that one box would be found insufficient, two or more might be used, each for its share of the alphabet.

With this the author's task is finished, and he has only to express the hope that this simple treatise may be found, by those for whom it is more particularly intended, intelligible, practical, and useful.

THE END



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